PERFORMANCE APPRAISAL

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Review of employee self evaluation
2. Please list any areas where you feel this employee is doing particularly well.

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1. Please list any areas where you feel this employee could improve.

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1. Please identify 3 goals for the upcoming year

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**Evaluation of Performance**

* Employee Exceeds Expectations: Employee is consistently achieving and exceeding position expectations.
* Employee Meets Expectations: Employee performs all significant tasks according to established expectations.
* Employee Sometimes Meets Expectations: Employee performs some significant tasks at expected levels, but performance requires improvement.
* Employee Fails to Meet Expectations: Employee is consistently performing below expectations and requires significant improvement.

Supervisor comments:

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**Employee Sign Off**

I have been advised of my performance evaluation. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of poor performance and of the consequences of failing to improve my performance should it require improvement. My own comments are as follows:

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_